

Enclosure 4 - PBO Change of Command Briefing to 4ID(M) DISCOM Policy Letter #15 - Company Change of Command Procedures

4th Infantry Division Change of Command Briefing for Incoming and Outgoing Commanders

1. Accountability. A 100 percent inventory of all property listed on hand receipt will be inventoried by the incoming and outgoing primary hand receipt holder. Thirty days will be allotted to conduct the joint inventory. A maximum of two 15-day extensions to the inventory may be requested from the next higher command in writing to the Division Property Book Officer. Unit projected assumption of command date: _____.

Reference: Da Pam 710-2-1, Paragraph 9-3 and AR 710-2, paragraph 2-12 and table 2-1.

2. References. The incoming company commander is encouraged to review DA Pam 25-30 to ensure most current Supply Catalogs (SC), component listings, technical manuals (TM), and other related publications are being utilized for the inventory. The incoming commander is encouraged to maintain a copy of the appropriate publication for all equipment authorized in the unit. It is also recommended that the incoming commander develop a cross-reference or matrix of sub-hand receipts. The incoming commander should be knowledgeable of the supply procedures contained in DA Pam 710-2-1, policy letters, and Memorandums of Instruction (MOIs). Your S4 can assist in providing copies of MOIs or policy letters.

3. Equipment on hand, but not on the hand receipt. Commanders are to account for any and all equipment in their unit. Equipment that is found and is not on the hand receipt must be accounted for. If the item is a property book item and/or nonexpendable, a found on installation document (FOI) will be forwarded to the property book team to establish accountability.

4. Internal unit hand receipts. The incoming commander should ensure that all property is sub-hand receipted to the user level. It is recommended that the chain of command be involved in the chain of accountability. Any item not sub-hand receipted to the section chief or supervisor is the responsibility of the primary hand receipt holder.

5. Serial number accounting. Items that must be accounted for by a serial number include any items on the Army Master Data File (AMDF) with a Controlled Inventory Item Code (CIIC) other than "U", "7" or is blank. Also, items with a USA Registration number require serial number tracking, i.e., vehicles. If the serial number of an item does not match the serial on the unit hand receipt, the item in question will be corrected in accordance with DA Pam 710-2-2, para 4-12b, and para 4-19.

6. Monthly hand receipt reconciliation. Once a month, commanders are provided two copies of the new hand receipt to verify validity of all entries on the new document. Verification is established when the primary hand receipt holder signs the new document. Verification is established when the primary hand receipt holder signs the new document. *Prior to the 25th of each month* commanders are required to return to the Division Property Book Office to sign the original hand receipt.

7. Ten percent (10%) inventories. The 4th Infantry Division utilizes the 10% cyclic inventory system to accomplish Department of the Army inventory requirements of 100% inventory per year. Ten percent inventories will be accomplished on a monthly basis. Two copies of the cyclic inventory listing are provided to the commander for their inventories. *Prior to the 25th of each month* commanders are required to return to the Division Property Book Office to sign the original cyclic inventory listing verifying the inventory was conducted. Missing or damaged equipment will be accounted for IAW AR 735-5. At no time will an acting commander sign the cyclic inventory. Unit commanders and DPBO are required to maintain a file copy for two (2) years.

8. Sensitive items. Two copies of the sensitive item inventory listing are provided to the commander for their inventories. *Prior to the 25th of each month* commanders are required to return to the DPBO to sign the original sensitive item inventory listing verifying the inventory was conducted. Missing or damaged equipment will be accounted for IAW AR 735-5.

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9. TOE and MTOE. IAW AR 710-2, para 2-6a, all authorized equipment will be on hand and/or on request. Deviations from this requirement are processed through the DPBO for an exception to policy. Units receiving new or updated MTOEs should meet with the appropriate team to identify new stock fund requirements. DPBO will request appropriate funds for force structure equipment to the Division Comptroller. Procurement Army (PA) funded equipment will be requisitioned by the supporting property book team automatically.

10. Requisitions. Requisitions for Class II/IV/VII non-expendable stock fund equipment will be prepared on a DA Form 2765-1 and submitted to DPBO property book team with funding approval from the Division Comptroller (i.e., tents, compasses).

11. Excess equipment. Although excess equipment is identified by the DPBO, commanders should identify and review excess equipment through their S4 office. Once equipment has been identified as excess the unit will receive a turn in and/or a lateral transfer directive. The unit must complete the lateral transfer prior to suspense, usually 45 to 60 days.

12. Hand receipt annex. All non-expendable component shortages area annotated on a hand receipt annex, DA Form 2062. Any items not found on these annexes will be accounted for with an appropriate adjustment document - DA Form 362 (Statement of Charges/Cash Collection Voucher), DA Form 4697 (Report of Survey), and/or a valid turn in document. Non-expendable shortage annexes are kept at the DPBO level, but individual units are required to maintain a copy also. Durable and expendable shortage annexes are kept and maintained at the same level as the expendable/durable document register.

13. Distribution. Units are responsible for picking up distribution regularly (minimum once a week) from their assigned boxes at the DPBO. Those items of particular interest to unit hand receipt holders are distributed with the monthly hand receipt.

14. Completion of the inventory. At the conclusion of the inventory and at least *3 working days* prior to the change of command ceremony, the incoming commander must return to the DPBO office to clear all outstanding actions prior to assumption of command. At that time five (5) copies of DA Form 1687 and three (3) copies of the assumption of command orders must be presented, along with any adjustment documents. Only two (2) report of surveys should be initiated for a change of command - one for loss, one for serial number adjustment. In addition all nonexpendable hand receipt annexes will be verified and updated at this time.

Outgoing Commander: _____

DATE: _____

Incoming Commander: _____

DATE: _____

Property Book Team Chief: _____

DATE: _____